



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CJIS COMPLIANCE SPECIALIST I

Job Number: 20000694

Job Code: 24100V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/2006

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level work in the review of policy and procedures of agencies that access systems within the CJIS (Criminal Justice Information Services) network including the NCIC (National Crime Information Center), AFIS (Automated Fingerprint Information System), UCR (Uniform Crime Reporting), and the NIBRS (National Incidents Bases Reporting System) to ensure compliance with federal and state statutes and regulations; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Must complete two years (54 semester hours) from a college or university.

EXPERIENCE:

Must have three years of law enforcement, criminal justice or law enforcement telecommunications experience.

Substitute EDUCATION for EXPERIENCE:

Additional college will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Additional experience in law enforcement/criminal justice or law enforcement telecommunications will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Pursuant to the CJIS security policy applicant shall not have been convicted of any felony crimes. Must attend and successfully complete the CJIS full access terminal operator course administered by the Department of Criminal Justice Training within the first six months of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of

employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

At the beginning level, may provide technical assistance to agencies that interface LINK, NCIC, NLETS, UCR, NIBRS, and AFIS networks relating to any information available over these networks. Conducts periodic on-site audits of agencies with read only access to the law enforcement networks to ensure compliance with all established rules, regulations and guidelines as set forth in Title 28, Code of Federal Regulations, Chapter 17, Kentucky Revised Statutes, UCR system policy guidelines, NCIC policy guidelines, and National Law Enforcement Telecommunication Systems policy guidelines. May consult with non-terminal agencies regarding their user responsibilities of the law enforcement networks. Assists local law enforcement agencies and personnel in the use of the CJIS network as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting under stressful conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.